

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**

**JOB DESCRIPTION:**  
Athletic Director Middle School



**WORK SCHEDULE:**

Seasonal, follows the Ohio High School Athletic Association calendar.

**RESPONSIBLE TO:**

Building Principal

**QUALIFICATIONS:**

Valid State of Ohio Teaching License in teaching assignment area preferred.

Required certification and training pursuant to guidelines and methodology set forth by the Ohio Department of Education and the Ohio High School Athletic Association.

Concurrent involvement in coaching activities at the middle/high school level is prohibited unless approved by the building principal and superintendent prior to employment.

**GENERAL DUTIES:**

Supervises and coordinates the middle school athletic program.

**SPECIFIC DUTIES:**

1. Cooperates with the Principal and Executive Director of Secondary Academic Affairs in enforcing the Ohio High School Athletic Association rules and by-laws, the regulations of the league in which the school holds membership, district policies.
2. Schedules athletic competitions, arranges for officials and provides for scorers, timers and others needed to monitor at all home contests, as needed.
3. Coordinates equitable scheduling and use of facilities with the Principal and coaches involved.
4. Communicates policies and other information through the proper channels.
5. Facilitates communication with all coaches.
6. Supervises the completion and proper disposition of all necessary eligibility lists.
7. Responsible for fiscal management of programs; i.e., gate receipts, purchase orders, donations, athletic fees, pays officials and athletic events assistant.
8. Develops budget for all athletic programs, and coordinates fundraisers.
9. Collects and maintains required student-athlete forms i.e., physical forms, emergency medical insurance release, etc.

10. Facilitates and maintains records of each coach's certification and training pursuant to guidelines and methodology set forth by the Ohio Department of Education and the Ohio High School Athletic Association.
11. Plans for and maintains athletic facilities.
12. Shares responsibility for supervising athletic events with building administrators.
13. Manages the acquisition, distribution, collection, replacement, and repair of athletic equipment.
14. Organizes team transportation to and from contests.
15. Models and encourages student-athletes to exhibit good sportsmanship, self-discipline, and conscientiousness on and off the competition/practice venue.
16. Supervises guidelines for the student-athletes' training and conduct.
17. Keeps news media informed of team activities, as appropriate.
18. Attends parent, booster and student meetings planned to promote the athletic program.
19. Attends district, league and/or state level organizational meetings as a representative of the school's program.
20. Coordinates post-season evaluations of coaching staff.
21. Is responsible for the post-season program designed to recognize and honor teams and individuals.
22. Other duties as assigned by the Principal or designee.

*All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*